



State of Tennessee Department of Children's Services

Administrative Policies and Procedures Change Notice (Preview) – 12/03/14

- State and Federal Laws governing DCS policies are listed in the “**Authority**” Section of each policy listed below.
- Best Practice Standards governing DCS policies are listed in the “**Standards**” Section of each policy listed below
- **When the policies listed below are posted on “Policy Review”** this indicates that the revised/new policies are placed on the “[Policy Review](#)” web page for a maximum of fourteen (14) days (or less depending on the circumstances) prior to their effective date for implementation. Revised policies are “**marked up**” in order to view what has changed. **DELETED** information will be displayed as a “**strikethrough**” and highlighted (ex., ~~strike-through~~) and **NEW** information will be represented in **red font**. New policies will not be highlighted.

NOTE

- Please refer to the instructions listed on the Policy Review web page in order to provide policy comments. Comments are submitted through the survey monkey website: <https://www.surveymonkey.com/s/PolicyPreview>.
- Forms are revised frequently. Always check the “Forms” web page for the most current version. Forms may not be altered without prior approval.
- Refer to definitions of MAJOR/MINOR POLICY REVIEW in the footer below.
- If hyperlinks do not work properly from this list, go to the appropriate web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date
1.	1.7	Risk Management	1	1/30/15
Policy revisions:		♦ Added new Section A regarding office security procedures. ♦ Updated title of Internal Audit to Risk Management		
2.	4.2	Performance Management Program	4	1/30/15
Policy revisions:		♦ Policy title change ♦ Performance Evaluation Process changed to Performance Management Program. ♦ Section C-Individual Performance rating system revised-deletion of from numerical rating. ♦ Creation of Rating Scale definitions		

- **Major Policy Review:** A New policy or existing policy revisions that is **substantial** that **impacts current practice or processes**. Overview/ training is conducted with employees that is **relevant** to an employee's position or job duties.
- **Minor Policy Review:** Policy revisions that may not have a significant impact on current practice or processes. Overview/training review/discussions during regularly scheduled meetings or at the discretion of Supervisors or Managers.
- **Pending:** Policies needing additional reviews(e.g. TAC, CRI)

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date
3.	9.4	Confidential Client Specific Information	9	1/30/15
Policy revisions:		<ul style="list-style-type: none"> ◆ New Section A regarding office confidentiality procedures. ◆ Section B-(a)(b) Identified the methods to be used to label, store, print and maintain confidential information in an office setting. ◆ Minor program title revisions added throughout policy. ◆ Section F-5- Provides contact information for The DCS Records Management Representative in the DCS network. 		
4.	16.8	Responsibilities of Approved Resource Homes	16	1/30/15
Policy revisions:		<ul style="list-style-type: none"> ◆ Sections L and M- Removal of resource parent and kinship parent training requirements from the policy-created a collateral document "Required Resource Parent In-Service Training Chart". ◆ Form CS-0909, Corrective Action Plan renamed as Resource Home Performance Improvement Plan. ◆ New Form, CS-1029, Resource Parent Elective Training created. 		
5.	16.20	Expedited Custodial Placements	16	1/30/15
Policy revisions:		<ul style="list-style-type: none"> ◆ Section A-9- Adult caregiver now to have a complete medical exam by a medical professional within 45 day of placement using form CS-0678, Resource Parent Medical Report. 		
6.	20.7	TENnderCare Early Periodic Screening, Diagnosis and Treatment Standards (EPSDT)	20	1/30/15
Policy revisions:		<ul style="list-style-type: none"> ◆ Policy statement slightly edited/addition of a statement about the purpose for health screenings. ◆ DCS coordinates EPSDT services for all children in care including non-TennCare eligible. ◆ 20.7 Protocol completely re-written. 		
7.	20.27	Child Death/Preliminary Near-Death Rapid Response	20	1/30/15
Policy revisions:		<ul style="list-style-type: none"> ◆ Policy title changed. ◆ Section A- Added term "preliminary near death" ◆ Section C-1,-A CPS Investigator is immediately assigned to a child death or preliminary near death. Explanation of circumstance of when new CPS investigators may be added to an investigation. ◆ Section C-6, (a)-All deaths/preliminary near deaths of DCs custodial children are reported to Child Abuse Hotline. ◆ Glossary- Definition of near death and preliminary near death. 		
8.	29.12	Emergency Response Preparedness Plans	29	1/30/15

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	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date
Policy revisions:		♦ Section C-Explanation of what an Emergency Response Plan is and how often it is to be updated and reviewed with all DCS staff. ♦ Section D-1-Provides a listing of all mandatory state training.		
9.	32.4	<u>Administrative Technical and Physical Safeguards</u>	32	1/30/15
Policy revisions:		♦ Section A, 3-Provides guidance regarding how DCS employees may comply with the HIPAA Privacy Rule when working to ensure that customer confidential information is protected.		

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